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***Personnel***

**ADMISSIONS LIAISON OFFICER PROGRAM**

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(Lt Col Steven A. Simon)  
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(Lt Gen Billy J. Boles)  
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This instruction implements AFPD 36-20, *Accession of Air Force Military Personnel*. It establishes procedures for the US Air Force Admissions Liaison Officer (ALO) Program. It applies to all individuals eligible to serve in the ALO Program (active duty officers, US Air Force Reserve (USAFR) and Air National Guard (ANG) officers not on active duty, retirees and civilians). This instruction directs collecting and maintaining information subject to the *Privacy Act of 1974* authorized by Title 10, United States Code (U.S.C.), Section 8013. System of Records F053 AFA C applies.

**SUMMARY OF REVISIONS**

This is a revision of AFI 36-2017, 9 June 1994. It updates, clarifies, and reorganizes previous guidance on ALO duties. A | indicates revisions from the previous edition.

## **Chapter 1**

### **PROGRAM OBJECTIVES**

**1.1. Purpose.** The ALO Program prepares each ALO to inform, counsel, and evaluate prospective applicants for careers in the US Air Force. ALOs discuss the benefits, requirements, and obligations of the Air Force Academy (USAFA) and Air Force Reserve Officer Training Corps (AFROTC) commissioning programs. ALOs also evaluate applicants. The ALO Program strives to provide the Air Force with the best qualified and most highly motivated students available.

## Chapter 2

### RESPONSIBILITIES ASSIGNED

#### **2.1. Associate Director of Admissions for Enrollment Programs (USAFA/RRP) Responsibilities:**

- 2.1.1. Directs the worldwide network of admissions liaison officer program activities to support candidate recruiting programs for the US Air Force Academy.
- 2.1.2. Provides counseling, recruiting, and scholarship evaluation support to the AFROTC program as set forth in the Memorandum of Agreement and Joint Implementation Plan between USAFA, AFROTC, and USAFRS.
- 2.1.3. Plans and implements the training program for all ALOs.
- 2.1.4. Publishes handbooks, guides, training materials, and other directives necessary to effectively manage and implement the ALO Program.
- 2.1.5. Publishes and distributes a quarterly Liaison Officer Management Update to ensure personnel and program currency.
- 2.1.6. Coordinates and assists with developing media advertisement and recruiting publications for USAFA and the ALO force.
- 2.1.7. Coordinates all recruiting programs and initiatives conducted by the USAFA Admissions Office for educator visits, appointee orientations, candidate briefings and tours, Air Staff training, Summer Scientific Seminars, and Academy Awareness.
- 2.1.8. Coordinates and monitors the USAFA cadet Grass Roots Programs to support ALO community recruiting initiatives.
- 2.1.9. Provides administrative support for budgeting, contracts, travel orders, man-day management, awards, and Officer Evaluation System (OES).
- 2.1.10. Coordinates with HQ USAFRS, Recruiting Service Operations (RSO) and AFROTC/Recruiting Division (RRO) on joint recruiting issues, plans, and policies.

#### **2.2. USAFA Regional Directors (USAFA/RRPR) Responsibilities:**

- 2.2.1. Supervise ALO activities within an assigned geographic region. Help USAFA/RRP implement the ALO Program.
- 2.2.2. Screen and review selection of new ALOs. Monitor performance and conduct of all assigned personnel.
- 2.2.3. Train, evaluate, and manage each assigned LOC area. Develop, manage, and conduct initial and recurring ALO training programs at USAFA.
- 2.2.4. Review and coordinate on all Officer Performance Reports (OPR) and Letters of Evaluation (LOE) for assigned personnel.
- 2.2.5. Conduct marketing and production analysis of the assigned area and respective LOC areas.
- 2.2.6. Monitor the administration and quality of candidate applications and evaluations.

2.2.7. Monitor the ALO supply system to ensure LOCs and ALOs receive supplies, media products and administrative support necessary to perform duties.

2.2.8. Represent the USAFA at public events as a spokesperson on national objectives and LOC area programs.

2.2.9. Perform other duties as specified by the Associate Director of Admissions for Enrollment Programs.

2.2.10. Coordinate with AFROTC Regional Directors of Admissions (RDA), Assistant RDAs (ARDA), and HQ USAFRS group operations officers on joint recruiting issues, activities, plans, policies, or problems.

### **2.3. USAFA Reserve Personnel Division (USAFA/RRPRA) Responsibilities:**

2.3.1. Serves as interface between the USAFA Admissions Office and Air Reserve Personnel Center for personnel and administrative matters associated with Reserve Affairs activities involving ALOs.

2.3.2. Provides administrative support, special orders, and Military Personnel Appropriation (MPA) active duty actions for the ALO Program.

2.3.3. Monitor man-day resources and process requests.

2.3.4. Coordinate and control suspense actions for the Officer Evaluation System (OES), and awards nominations to include USAFA endorsements.

2.3.5. Provide administrative-related training during USAFA tours.

### **2.4. USAF Admissions Liaison Officer Commander (LOC) Responsibilities.** Generally, the LOC manages the program within the assigned area. The LOC motivates, trains, and communicates with the ALOs in the assigned area. Specifically, the LOC must:

2.4.1. Supervise the ALO Program within the assigned area as prescribed by USAFA/RRP, implement the USAFA and AFROTC marketing plan, and structure unit activities to achieve desired goals and production.

2.4.2. Recruit, interview, and screen all potential ALO applicants to the ALO Program. Ensure every applicant recommended for assignment to the ALO Program excels in personal and professional standards. Establish clearly defined standards of performance and expectations. Secure a verbal or written agreement of understanding from the ALO applicant.

2.4.3. Coordinate USAFA and AFROTC applicant recruiting activities within the assigned area as prescribed by USAFA/RRP and maintain close liaison with RDAs, ARDAs, AFROTC detachments, and USAFRS to meet local recruiting requirements and goals.

2.4.4. Assign specific areas of responsibility to each ALO including Educational Testing Service (ETS) Codes, ZIP Codes, secondary schools, youth organizations, AFROTC detachments, military units, colleges, and junior colleges.

2.4.5. Assign additional duties such as candidate fitness test monitor, public affairs officer, and ZIP Code officer to ALOs.

2.4.6. Supervise, train, and ensure currency of assigned ALOs. Appoint a training officer (TO) to conduct, monitor, and record all unit training requirements. Ensure ALOs can perform ALO duties.

- 2.4.7. Appoint a unit supply officer (SO) to manage unit supply support.
- 2.4.8. Establish and maintain an aggressive minority recruiting program to assist in achieving Air Force needs. Appoint a minority affairs coordinator (MAC) to oversee the unit's minority recruiting efforts.
- 2.4.9. Conduct a local athletic talent search (FALCON HUNT) program to identify athletic talent for USAFA. Appoint a unit area athletic contact (AC) to coordinate with the Academy Director of Athletics for Recruiting and Counseling (USAFA/AHD) and ensure unit compliance with National Collegiate Athletic Association rules concerning athletic recruiting.
- 2.4.10. Maintain contact with and support the local USAFA Parents Club. Appoint a Parents Club project officer (PC) to serve as point of contact for the Parents Club staff.
- 2.4.11. Track production, monitor performance, evaluate effectiveness, and initiate action to remove nonproductive or ineffective ALOs from the program.
- 2.4.12. Maintain individual personnel records on all assigned and attached ALOs, as directed by USAFA/RRP.
- 2.4.13. Authorize and approve AF Form 49, **Application for MPA Man-Day Tour**, for assigned, eligible, and attached Reserve ALOs.
- 2.4.14. Authorize and certify the AF Form 40a, **Authorization for Individual Inactive Duty Training**.
- 2.4.15. Certify the Statement of Tour of Duty on all MPA orders.
- 2.4.16. Submit and verify reports on all ALO activities, as required by USAFA/RRP and USAFA/RRPR.
- 2.4.17. Prepare OPRs on all primary duty ALOs, and LOEs on additional duty ALOs, when requested.
- 2.4.18. Attend the Liaison Officer Commanders' Conference at USAFA.
- 2.4.19. Attend or ensure unit representation at required semiannual recruiting cooperation meeting.
- 2.4.20. Assign other special project officers as needed to perform specialized ALO duties or manage special programs.
- 2.4.21. Coordinate with USAFRS squadron commanders or operations officers on joint recruiting issues, activities, plans, policies, or problems. Participate in the squadron's annual training meeting as requested and encourage squadron commanders to attend LOC Annual Area meetings.
- 2.4.22. Schedule an annual area meeting for all assigned area ALOs. Meeting will cover USAFA, AFROTC, and USAFRS information updates. Schedule representation from these agencies to attend and brief. Notify all assigned ALOs to attend.

## **2.5. Deputy Admissions Liaison Officer Commander (DLOC) Responsibilities:**

- 2.5.1. Prepares OPRs and LOEs on assigned ALOs as directed by the LOC.
- 2.5.2. Assists the LOC with administration and training of ALOs.
- 2.5.3. Performs LOC duties, as required and assigned.

## **2.6. Admissions Liaison Officer (ALO) Responsibilities:**

- 2.6.1. Counsels secondary school students, parents or guardians, youth groups, Air Force installation commanders, USAFRS units, Civil Air Patrol units, and other requesting agencies. Recruits and motivates outstanding candidates for USAFA and AFROTC programs.
- 2.6.2. At least annually, contacts or visits secondary schools to establish a liaison with school officials. Offers to conduct orientation programs for interested students at college fairs and other scheduled events. Coordinates visits with the responsible Non-Prior Service (NPS) recruiter when possible. Introduces new NPS recruiters to the school liaison and ensures school officials are familiar with AFROTC college scholarship application procedures.
- 2.6.3. Interviews and evaluates USAFA candidates and AFROTC scholarship applicants.
- 2.6.4. Helps candidates with admissions information and application procedures and advises the LOC and USAFA/RRP or AFROTC/RR of candidate application problems.
- 2.6.5. Works with USAFA Parents Clubs and maintains followup contact with cadets and their relatives.
- 2.6.6. Arranges and coordinates cadet, AFROTC, or USAFA personnel public appearances at special events, awards, banquets, Parents Club activities, Academy Days, and other programs.
- 2.6.7. Explains US Air Force Academy Preparatory School application procedures, AFROTC admissions procedures, and Academy admissions procedures to military units during commanders' calls.
- 2.6.8. Attends training meetings and completes all training requirements for USAFA and AFROTC: an active duty orientation tour at the Academy and host AFROTC detachment within 6 months of initial assignment; refresher training as required by USAFA/RRP; and periodic AFROTC field training encampment orientations. Participates in meetings held by the USAFRS personnel to increase their understanding of a local AFROTC/USAFA recruiting issues.
- 2.6.9. Submits activity reports, as required by the LOC.
- 2.6.10. Serves as a committee or board member to screen, evaluate, recommend or select congressional nominees, and provide administrative assistance to congressional staffers when requested by a Member of Congress.
- 2.6.11. Performs other tasks assigned by the LOC, USAFA/RRP and USAFA/RRPR.
- 2.6.12. Coordinates with AFROTC RDAs, ARDAs, Detachment Recruiting Officers, NPS recruiters or their supervisors, and USAFRS squadron commanders or operations officers, on joint recruiting issues, activities, plans, policies, or problems when necessary.
- 2.6.13. Attends high school graduations to present Air Force Academy appointments and AFROTC Scholarships.

## **2.7. Air Reserve Personnel Center (HQ ARPC) Responsibilities:**

- 2.7.1. Provides administrative support to assigned Reservists performing ALO duties.
- 2.7.2. Manages the Field Record Group according to AFI 36-2608, *Military Personnel Records System*.

- 2.7.3. Processes applications for Reserve assignments and provide administrative support for all personnel actions.
- 2.7.4. Keeps participation records according to AFMAN 36-8001, *Reserve Education and Training*.
- 2.7.5. Controls OPR submissions.
- 2.7.6. Manages all other administrative correspondence on assigned ALO personnel.

**2.8. AFROTC Recruiting Division (AFROTC/RRO) Responsibilities, Relative to the ALO Program:**

- 2.8.1. Formulates AFROTC recruiting policy.
- 2.8.2. Provides technical guidance to the ALO force and to USAFRS/RSO.
- 2.8.3. Provides AFROTC field recruiting support for ALOs and NPS recruiters.
- 2.8.4. Provides AFROTC recruiting supplies for the ALO force.
- 2.8.5. Publishes AFROTC training materials for the ALO force.
- 2.8.6. Develops media advertisement and recruiting publications for use by ALOs.
- 2.8.7. Provides support to USAFA as set forth in the Letter of Agreement between USAFA, AFROTC, and USAFRS.

**2.9. AFROTC Program Liaison Branch (AFROTC/RROL) Responsibilities:**

- 2.9.1. Provides liaison between AFROTC and USAFA.
- 2.9.2. Serves as the focal point for developing joint AFROTC and USAFA admissions and recruiting initiatives.
- 2.9.3. Monitors ALO activity to support overall AFROTC recruiting objectives.
- 2.9.4. Ensures maximum coordination and cooperation between ALOs, AFROTC recruiting personnel, and USAFR personnel.
- 2.9.5. Informs ALOs of AFROTC program changes.
- 2.9.6. Helps USAFA/RRP develop, manage, and conduct initial and recurring training programs for ALOs at USAFA.
- 2.9.7. Establishes AFROTC College Scholarship Program recruiting goals for each LOC unit. Monitors goal accomplishment.

**2.10. AFROTC Regional Directors of Admissions Responsibilities:**

- 2.10.1. Act as the AFROTC field representative for Local ALOs, NPS recruiters and their supervisors, and USAFRS squadron and group representatives.
- 2.10.2. Coordinate AFROTC recruiting efforts of local ALOs.
- 2.10.3. Provide staff support to Local ALOs, as needed.

2.10.4. Coordinate local AFROTC training for ALOs with ALOCs and USAFRS squadron operations officers, and provide AFROTC-related training for ALOs and NPS recruiters.

2.10.5. Facilitate joint AFROTC, USAFA, and USAFRS recruiting programs and initiatives in the local community.



## Chapter 3

### ASSIGNMENT ELIGIBILITY

**3.1. Primary Duty Assignment.** Any USAFR officer eligible for assignment to a Ready Reserve position according to AFI 36-2115, *Assignment Within the Reserve Components*, is eligible for assignment to the 9001st ARS. The following limitations and exceptions will disqualify an officer for primary duty ALO duties or require termination:

- 3.1.1. Assignment to Inactive Status List Reserve Section (ISLRS) with 20 years of satisfactory Federal service for retirement.
- 3.1.2. Assignment to ISLRS twice for failure to meet participation requirements for retention in active Reserve status.
- 3.1.3. Entry within 2 years of maximum service date.
- 3.1.4. Twice failed promotion to captain, major, or lieutenant colonel in the USAFR, ANG, or active duty Air Force.
- 3.1.5. Failure to earn promotion to first lieutenant during the first eligible cycle.
- 3.1.6. Assignment to Obligated Reserve Section/Reserve Corps (ORS/RC) and served less than two years.
- 3.1.7. Assignment to the Judge Advocate General's Corps.
- 3.1.8. Assignment as a chaplain. (Chaplains may serve as additional duty ALOs if they otherwise meet eligibility criteria.)
- 3.1.9. Assigned to a medical Air Force specialty code (AFSC). (Individuals with medical AFSCs may serve as additional duty LOs if qualified.)
- 3.1.10. Rank of lieutenant colonel or colonel with 20 or more satisfactory years service and eligible for retirement. (These officers are eligible to serve as additional duty ALOs if qualified.)
- 3.1.11. Rank of General Officer. (General Officers may serve as additional duty ALOs in a limited capacity at the discretion of the LOC.)
- 3.1.12. Failure to maintain a sustained exemplary record of performance in past assignments. Performance reports should not reflect unfavorable information or contain negative references of comments regarding conduct, attitude, or inability to work and function well with the public.
  - 3.1.12.1. For reports rendered during the Officer Effectiveness Report (OER) system, officers should not have two consecutive OERs with a rating of two or lower during the "uncontrolled OER" periods or any OER with "uncontrolled" ratings of three or lower.
  - 3.1.12.2. OPRs under the OES must "meet standards" and receive the support of the additional rater and reviewer.
- 3.1.13. Involvement in any public or private activity which conflicts or reflects negatively on the Air Force, Air Force Academy, Air Force ROTC, or the overall ALO Program.

### **3.2. Additional Duty ALO Assignments:**

3.2.1. Active duty officers, ANG officers, and USAFR officers may serve as additional duty ALOs with approval from their primary duty unit commander. Officers with less than 2 years of commissioned service must obtain a waiver from USAFA/RRP for ALO duty assignments.

3.2.2. Selected retired Air Force officers may serve as ALOs with approval of USAFA/RRP.

3.2.3. USAFA/RRP may assign other individuals to the ALO Program for additional duty support when a critical need exists. They must have previous ALO experience in the program or have a special background or expertise in such work.

3.2.4. Active duty officers assigned to AFROTC may not serve as additional duty ALOs. **NOTE:** The limitations and exceptions in 3.1.11 and 3.1.12 apply to all additional duty applicants.

## Chapter 4

### APPLICATION PROCEDURES

**4.1. General.** Assignments to the ALO Program must meet a valid need within each LOC area. Marketing and production goals, population, demographics, schools assigned, ZIP Code loads, ALO assignment categories, ALO availability, and turnover all affect the number of ALOs assigned. To apply, the applicant requests consideration from the LOC of the desired area. The LOC determines the need and interviews the applicant to explain requirements, program policies, standards, and the administrative application process. LOCs desiring to hire a new ALO will then forward each application, with a letter of recommendation and justification, to the respective USAFA/RRPR official for final approval.

**4.2. Primary Duty ALOs in Category H.** Individuals in this category must submit:

- 4.2.1. A general letter of request to the LOC outlining why the applicant desires to serve as an ALO.
- 4.2.2. Copies of the applicant's last three OERs/OPRs.
- 4.2.3. A USAFA Form 0-317, **Personal Biographical Data Card**. The nine digit zip code and ethnic group must be annotated on the card.
- 4.2.4. An AF Form 1288, **Application for Ready Reserve Assignment**, with this statement in Item 17: "USAF Admissions Liaison Officer, 9001st Air Reserve Squadron, RS-MX, Pay Group--None." For transfer from another unit, losing unit must indorse the AF Form 1288 with date member was officially released based on orders.

**NOTE:**

Reserve Officers assigned to the Judge Advocate General's Corps must obtain a redesignation from their legal AFSC to become primary duty or additional duty ALOs.

**4.3. Additional Duty USAFR, ANG, and Active Duty Personnel Applicants.** Individuals in this category must, in addition to 4.2, submit a letter of approval from the commander of their primary duty authorizing the applicant to serve as an additional duty ALO.

**4.4. Additional Duty Retired or Civilian ALOs .** Individuals in this category must, in addition to sections 4.2.1 and 4.2.3, submit:

- 4.4.1. A statement agreeing to:
  - 4.4.1.1. Perform all ALO functions and comply with personal appearance, conduct, training, and performance standards required of all other ALOs.
  - 4.4.1.2. Serve without compensation or reimbursement from the government.
  - 4.4.1.3. Release his or her name, grade, rank, address, and business and home telephone numbers under the Privacy Act to persons inquiring about the ALO Program.
- 4.4.2. Two letters of reference addressing attitude, character, performance, and motivation.
- 4.4.3. Copies of last three OERs or OPRs (retired officers only).

## Chapter 5

### SELECTION AND ASSIGNMENT PROCEDURES

**5.1. Application Processing.** USAFA/RRP personnel conduct a records review, when possible using automated data printouts. USAFA/RRPR review applications and provide recommendations to USAFA/RRP. The 9001st ARS, ARPC must also approve and process applications for primary duty assignments. If USAFA/RRP personnel deny the request, they advise the LOC of the reasons and return the application package.

**5.2. Acceptance.** Upon acceptance, all new ALOs receive an ALO identification number and placement on orders or on an active RRP/ALO Roster.

**5.3. Assignment.** New ALOs will not be assigned to manage ZIP/ETS codes or be given responsibility for completing candidate evaluations until completion of the initial ALO Training Tour at USAFA. USAFA/RRPR must approve any exception.

## Chapter 6

### ADMINISTRATIVE SUPPORT REQUIREMENTS

**6.1. Officer Performance Reports (OPR).** The LOC on primary duty ALOs prepare OPRs annually, or upon change of unit assignment, according to AFI 36-2402, *Officer Evaluation System*.

#### **6.2. Retirement Points:**

6.2.1. Primary duty ALOs in 9001st ARS earn points toward retirement according to AFI 36-8001. These ALOs must earn at least 48 points annually (not including the 15 membership points) for performing LO-related duties. This will satisfy the requirement for a good year in the Air Force Reserve. Documentation requirements:

6.2.1.1. At the end of each month, ALOs complete an AF Form 40a, reflecting duty dates and hours according to AFI 36-8001 for USAFA activities and attachment 1 to this instruction.

6.2.1.2. LOCs certify performance and authorization of credit claimed on ALO's AF Form 40a.

6.2.2. ALOs in Other Reserve Categories and the ANG are eligible to earn retirement points. LOCs may set a minimum requirement for effective participation within their respective LOC areas. See 6.2.1.1 and 6.2.1.2 for documentation requirements.

6.2.3. Members must be in a proper uniform and meet the dress and appearance standards of AFI 36-2903, *Dress and Personal Appearance of Personnel*, to take part in any pay or point-gaining activity.

6.2.4. Members must meet the medical standards of AFI 48-123, *Medical Examination and Medical Standards*, to take part in any pay or point-gaining activity.

**6.3. Military Personnel Appropriations (MPA) Man-Days.** USAFR and ANG ALOs may use MPA man-days for ALO duties and training associated with the ALO Program. USAFA/RRPR allocate man-days to the LOCs, and LOCs in turn approve and manage their expenditure. ALOs request MPA man-days from the LOC who in turn forwards approved requests to USAFA for administrative processing and coordination with the primary unit.

**6.4. Activity Reports.** Submit activity reports, as required by the LOC.

## Chapter 7

### TRAINING AND ORIENTATION REQUIREMENTS

**7.1. ALO Orientation.** New ALOs must attend a 5-day initial ALO orientation tour at USAFA as soon as possible after initial assignment. USAFA/RRP schedules required refresher training, every 5 years after initial orientation. New ALOs must attend a 1-day active duty tour at a host AFROTC detachment as soon as possible after assignment and every once every 3 years thereafter. All ALOs should periodically attend an AFROTC training encampment orientation. ALOs should forward requests for USAFA training tours through the LOC to USAFA/RRPR. The USAFA Reserve Personnel Division prepares or coordinates administrative orders and TDY requests.

**7.2. Annual Training Exceptions.** ALOs assigned to 9001st ARS will not perform annual training (AT). Primary duty units will establish AT requirements for ALOs assigned to other USAFR or ANG units. On occasion, ALOs may perform their AT at USAFA, if authorized by their command or assignment. (See AFI 36-8001 concerning waiver for AT.)

**7.3. Professional Military Education.** ALO personnel assigned as primary duty reservists with the 9001st ARS may not attend Professional Military Education (PME) in residence, but may attend National Security Seminars in a nonpay status for points only, if quotas allow.

## Chapter 8

### COMMUNICATIONS

**8.1. General.** LOCs must annually contact congressional members and staff to maintain communications liaison. Each LOC should offer ALO support or assistance; i.e., congressional selections panels, briefings, and other related USAFA and AFROTC recruiting and screening activities. ALOs may communicate by personal visit, telephone, or written correspondence, but must not solicit nominations, committee interview ratings, rankings or selection results. ALOs who have contact with a Member of Congress must notify the Academy concerning the date and substance of the contact. A congressional contact form is available for such purposes.

**8.2. Communication with Admissions Staff.** ALOs may coordinate directly with the appropriate USAFA admissions staff regarding USAFA applicant problems and status. They should direct ALO Program administration and management inquiries to the respective USAFA/RRPR.

**8.3. Communication with Cadets and their Commanders.** ALOs should correspond directly with USAFA or AFROTC Cadets and their USAFA Air Officers Commanding (AOC) or AFROTC Commandant of Cadets to offer encouragement, maintain support, and monitor progress if they recruited and assisted them in obtaining USAFA appointments or enrolling in AFROTC. ALOs and USAFA AOCs or AFROTC detachment staff may mutually communicate with one another to maintain support of their respective cadets.

**8.4. Communication with Senior Staff.** ALOs communicate with the USAFA Superintendent, Dean of Faculty, Commandant of Cadets, Director of Athletics, AFROTC Commandant, or AFROTC Vice Commandant through the USAFA or AFROTC chain of command.

**8.5. Communication with Primary Duty Unit.** USAFR and ANG ALOs must coordinate and communicate directly with their primary duty units on personnel, administration, career, and other unit matters.

**8.6. Communication with USAFRS Personnel.** LOCs, DLOCs, and ALOs normally communicate with USAFRS personnel through the USAFRS chain of command. Depending on the nature of the communication, ALO personnel at any level may directly address any echelon within USAFRS. They must, however, inform their counterparts in the USAFA chain of command of such communications.

## Chapter 9

### RETENTION POLICY

**9.1. Retention.** Retention in the ALO Program is contingent upon satisfactory performance of duty. ALOs failing to maintain the standards outlined in AFI 36-2612, *Air Force Reserve Reenlistment*, chapter 3, risk removal from the program. USAFA/RRPR and LOCs may recommend removal from the ALO Program for unsatisfactory conduct, performance, and lack of participation, or other cause. USAFA/RRP makes the final decision.

**9.2. Training and Currency.** ALOs must satisfy initial and periodic USAFA, AFROTC, and local training requirements to maintain currency.

**9.3. Transfers to Other LOC Areas.** ALOs support a specific LOC area. Transferees to another LOC area must obtain approval of the gaining LOC to serve as an ALO in the new area.

**9.4. Points for Primary Duty ALOs.** Primary duty ALOs assigned to the 9001st ARS must annually earn at least 48 points for performing ALO duties. Credit for the 15 or more points earned for being in the primary duty training category does not count towards the 48 ALO duty-points requirement.

**9.5. Appearance and Weight Standards.** All primary and additional duty ALOs must meet the uniform requirements and weight and dress standards set forth in AFI 36-2903 and AFI 40-502, *Air Force Weight Management Program*.

**9.6. Probationary Status.** USAFA/RRP may retain an ALO who is deficient in some area in probationary status not to exceed 1 year. At the conclusion of the year, the LOC will submit an evaluation of the ALO's performance with a recommendation for continuance or deletion from the program.

**9.7. Other.** Additional duty ALOs removed from the USAFR, ANG, or active duty for cause lose their eligibility for ALO duty status.

BILLY J. BOLES, Lt General, USAF  
DCS/Personnel



## **Attachment 1**

### **USAF ALO ACTIVITIES**

**Activities Authorized for Point Credit.** ALOs should use **Table A1.1.** to identify and report authorized ALO activities on AF Form 40a, **Record of Individual Inactive Duty Training.**

**Table A1.1. Activities Authorized for Point Credit.**

| <b>L</b>  | <b>A</b>                                | <b>B</b>   |
|-----------|---|--|
| <b>I</b>  |   |  |
| <b>N</b>  |   |  |
| <b>E</b>  | <b>Activity Title</b>                   | <b>Definition</b>  |
| <b>1</b>  | School Contact                          | Contact with school personnel (e.g., personal visit, phone call, preparation of a letter, newsletter to a school).   |
| <b>2</b>  | Individual Contact                      | Counseling or other contact on an individual basis with students, parents, cadets, or other persons concerning the Academy and AFROTC.   |
| <b>3</b>  | Student Group Contact                   | Presentation to a group of students (e.g., scouts, social studies class, Civil Air Patrol, student body assembly) to provide general information about the Academy or AFROTC.      |
| <b>4</b>  | Adult Group Contact                     | Presentation to a group of adults (e.g., a civic or religious group) to provide general information about the Academy or AFROTC.   |
| <b>5</b>  | Recruiter Contact                       | Presentation of Academy and AFROTC information to an Air Force recruiter. Also, attendance at recruiter meetings.  |
| <b>6</b>  | Career Day Convention                   | Participation in Career Day, College Day, or in other types of fairs or conventions to hand out Academy and AFROTC information.  |
| <b>7</b>  | Candidate Evaluation                    | Preparation of a candidate evaluation to include both the writing of an evaluation and obtaining necessary data from teachers, guidance personnel, coaches, and other individuals. |
| <b>8</b>  | Proficiency Maintenance                 | Participation in Academy- or AFROTC-directed activities to maintain ALO proficiency. Includes individual testing, meetings, and conferences.                                       |
| <b>9</b>  | Candidate Fitness Test (CFT). See note. | Activity associated with Candidate Fitness Testing.  |
| <b>10</b> | HGrass Roots See note.                  | Activity associated with the Grass Roots program.  |
| <b>11</b> | Minority Affairs                        | Activity associated with programs of the Academy Minority Affairs Office or AFROTC QWP.  |
| <b>12</b> | Educator Visit                          | Activity associated with the Educator Visit program.   |
| <b>13</b> | Parents Club                            | Activity associated with the Parents Club program.   |

|           |                           |   |
|-----------|---------------------------|---|
| <b>14</b> | Orientation Meeting       | Activity associated with an orientation meeting or other programs especially for precandidates, candidates, and appointees to the Academy, and for individuals in the AFROTC scholarship application process. |
| <b>15</b> | Summer Scientific Seminar | Activity associated with the Summer Scientific Seminar program.   |
| <b>16</b> | Public Information        | Activity to maintain public awareness of the Academy and AFROTC through media (scholarship or appointment presentation).  |
| <b>17</b> | Congressional             | Assistance provided to a Member of Congress or congressional staff by providing information regarding the Academy and AFROTC or serving on a selection committee.   |
| <b>18</b> | Supply Management         | Activity to maintain supply program (for use by Supply Officers only).  |
| <b>19</b> | LOC/DLOC Management       | Activity associated with overall management of the ALO Program (for use by LOCs and DLOCs only).  |

***NOTE:***

Include time spent preparing for an event such as CFT or Grass Roots.